Memorandum

Date:

October 14, 2009

To:

Office of Inspections

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

State Security Division

File No.:

080.A11583.2009 1 26

Subject:

THIRD QUARTER 2009 CHAPTER 12 INSPECTION

State Security Division has completed the mandated Chapter 12 Area Management Evaluation Occupational Safety Inspections for the third quarter, 2009. Attached are copies of the CHP 453M forms utilized for the inspections for the Division including Counterterrorism and Threat Awareness Section (081) and Emergency Operations Section (082).

If you have any questions regarding these documents, please contact me or Assistant Chief John Rolin at (916) 843-3230

D. S. MACGREGOR, Chief

Attachments

Safety, Service, and Security

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
080	080	2009-Otr. 3
EVALUATED BY		DATE
V. Staggs A11:	583	10/12/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVAI		rmal Evaluation	SUSPENSE DATE 09/30/2009		
Yes 1. GOALS	REQUIRED No S AND ACCOMPLISHMI	☐ Correction Report BY ENTS	COMMANDER'S REVIEW ACTION REQUIRED	DATE (0) CORRECTED	12/09
a Isti	he command familiar with	n the Occupational Safety Progr	am as outlined in HPM 10.6, Occupational		
	ety Manual, Chapter 13?		um do campica m m m 10.0, o cocapanonal	✓ Yes	□No
(1)	Are goals developed in	accordance with departmental p	policy?	✓ Yes	□No
(2)	Are environmental facto	ors, exposure factors, and past e	experience/trends considered when setting goals?	✓ Yes	□No
(3)	Are illness and non-seri	ous/non-traumatic injuries exclu	ded from occupational safety goals?	☐ Yes	☑ No
(4)	Are goals appropriately	categorized?			□No
(5)	Are goals realistic?			✓ Yes	□No
(6)	Are goals consistent wit	h departmental objectives?		✓ Yes	□No
(7)	Is input from all levels of	onsidered before goals are esta	blished?	✓ Yes	□No
b. Are	goals being accomplished	ed?		✓ Yes	□No
(1)	Accurate reporting on C	HP 113, Accident and Injury Re	port?	✓ Yes	□No
(2)	Are accidents increasing	g?		☐ Yes	✓ No
(3)	Are injuries increasing?			Yes	☑ No
(4)	Why are they increasing	decreasing? No increasing or	decreasing trend identified.		
(5)	Is CHP 113, Accident ar	nd Injury Report, posted or readi	ily accessible?	✓ Yes	□No
(6)	Are employees knowled	geable about goals and achieve	ements?	✓ Yes	□No
(7)	Are employees providing	g suggestions toward goal attair	nment?	✓ Yes	□No
2. PARTIC	CIPATION		EVALUATED ACTION REQUIRED 10/12/2009	CORRECTED	
a. Com	nmander actively involve	d in program?		✓ Yes	□No
(1)	Commander active in inj	ury/illness case management?		✓ Yes	□No
(2)	What is the commander	s attitude regarding occupationa	al safety? The Commander is proactive in assuring	ng a safe worl	king
	environment as well as	encouraging safe work habits.	All employees are encouraged to actively particip	ate and provi	de feed back
	to the program.				

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AREA MANAGEMENT EVALUATION **OCCUPATIONAL SAFETY**

HP 4	SSIVI	I (Rev. 5-06) OPI 009				
	(3)	Occupational safety issues discussed at staff meetings and	training days?		✓ Yes	□No
	(4)	Are safety issues in the meeting minutes?			✓ Yes	□No
	(5)	Commander comments regarding safety issues in performa	ance evaluations?		✓ Yes	□ No
	(6)	Does the commander ensure use of appropriate safety equ	ipment?		✓ Yes	□No
b.	Are	e managers/supervisors actively involved in the program?			✓ Yes	□No
	(1)	Are managers/supervisors involved in case management?			✓ Yes	□No
	(2)	Do they have the appropriate attitude?			✓ Yes	□No
	(3)	Are managers monitoring supervisors' progress and efforts	to attain goals?	-	✓ Yes	□No
	(4)	Are supervisors monitoring employees' efforts?			✓ Yes	□No
	(5)	Do managers comment on safety issues in performance ev	aluations?		✓ Yes	□No
	(6)	Do supervisors comment on safety issues in performance e	evaluations?		✓ Yes	□No
	(7)	Do managers/supervisors ensure the use of proper safety e	equipment?		✓ Yes	□No
C.	Are	employees actively involved in the Occupational Safety Pro	gram?		✓ Yes	□No
	(1)	Are employees involved in their case management?			✓ Yes	□No
	(2)	Are employees knowledgeable about safety goals?			✓ Yes	□No
	(3)	Are they aware of the command's achievements?			✓ Yes	□No
	(4)	Are employees practicing safety while performing their dutie	es?		✓ Yes	□No
	(5)	Are employees reporting unsafe conditions and/or work pra	ctices?		✓ Yes	□No
	(6)	Do employees work cooperatively to minimize hazards?			√ Yes	□No
	(7)	Do employees offer suggestions to improve occupational sa	afety?		✓ Yes	□No
	(8)	Is employee equipment properly used and maintained?			✓ Yes	□No
AC	CIDI	ENT AND INJURY TRENDS	10/12/2009	ACTION REQUIRED	CORRECTED	0
а.	Con	nmander's method of identifying trends? The Commander a	ttends COSC meet	tings, reviews prior meeting	g minutes, as	well as the
	com	nmands CHP 121D, CHP 113, CHP 113A, and CHP 113B.				
	(1)	Are accidents and injuries being monitored to identify trends	s?		✓ Yes	□No
(Is the Occupational Safety Committee reviewing CHP 113, Log of Occupational Injuries and Illnesses, entries, prior me		y Report, OSHA 300,	✓ Yes	□No
((3)	Are personnel in the command aware of current and potenti	ial trends?		✓ Yes	□No
o. '	Wha	at corrective action has the command taken when a trend ha	s been identified?	No trends have been identi	fied.	

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	(1) Are commanders, managers, and supervisors actively imp	lementing corrective	actions?	✓ Yes	No
4.	сом	MAND OCCUPATIONAL SAFETY COMMITTEE (COSC)	10/12/2009	ACTION REQUIRED	CORRECTE	
	a. W	hat is the composition of the COSC? Division Chief, Assista	ant Chief, Commande	er, Supervisors, Officers, and	d Non Unifo	rmed
	m	embers.				
	(1) Is there representation from each collective bargaining uni	t?		✓ Yes	□No
	(2) Management and supervisory representation?			✓ Yes	□No
	(3	Command Safety Coordinator assigned?			✓ Yes	□No
	(4	Command Safety Coordinator active and effective?			✓ Yes	□No
	(5	Are committee assignments rotated?			✓ Yes	□No
	(6	COSC meetings held quarterly?			✓ Yes	□No
	(7)	Are meetings held more frequently when goals are not being	ng attained?	11-31-5	✓ Yes	□No
	(8)	Do all committee members attend the meetings?			✓ Yes	□No
	b. Ar	e roles and responsibilities defined in accordance with IIPP?			✓ Yes	□No
	(1)	Do committee members understand their roles and respon	sibilities?		✓ Yes	□No
	(2)	Is an agenda prepared prior to the meeting?			✓ Yes	□No
	(3)	Are departmental and Division Occupational Safety meetin	gs minutes readily av	vailable?	✓ Yes	□No
	(4)	Are these minutes utilized for Area meetings?			✓ Yes	□No
	(5)	Are assignments given during Area meetings?			✓ Yes	□No
(c. Mi	nutes prepared for the COSC meeting?			✓ Yes	□No
	(1)	Recording secretary appointed?			✓ Yes	□No
	(2)	Minutes posted on command's Occupational Safety Board?	?		✓ Yes	□No
	(3)	Are minutes included in IIPP file?			✓ Yes	□No
	(4)	Minutes maintained current year, plus three?			✓ Yes	□No
	(5)	Minutes forwarded through channels?	,		✓ Yes	□No
C	d. Is	he COSC effective?			✓ Yes	□No
	(1)	Are COSC recommendations clear, concise and pertinent t	o the command?		✓ Yes	□No
	(2)	COSC proactive to eliminate potential causes of accidents	and injuries?		✓ Yes	□No
	(3)	COSC disseminate current information and training regardi	ng health and safety	issues?	✓ Yes	□No
e	. Do	all personnel receive current information regarding health ar	nd safety?		✓ Yes	□No
f.	Are	outside agency safety programs utilized as a resource?			✓ Yes	□No
g	. Do	es the command maintain an effective health and safety com	munications system?	?	✓ Yes	□No

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-	(1001) (1001)		
	(1) Potential hazards reported on CHP 113B, Hazard Report/Inspection?	✓ Yes	□No
	(2) Are findings of the 113B, Hazard Report/Inspection, report disseminated according to policy?	✓ Yes	□No
	(3) Do all members of the command participate in distribution of safety and health information?	✓ Yes	□No
	(4) COSC minutes posted in a timely manner?	✓ Yes	□No
	(5) Required posters prominently displayed?	✓ Yes	□No
	(6) COSC maintain the Command Occupational Safety Bulletin Board?	✓ Yes	□No
	(7) Are responsibilities for the Occupational Safety Bulletin Board contents assigned to specific members?	✓ Yes	□No
5. [DOCUMENTATION EVALUATED ACTION REQUIRED 10/12/2009	CORRECTE)
а	a. STD 261s, Authorization to Use Privately Owned Vehicles on State Business, completed annually and filed in the employee's field folder?	✓ Yes	□No
b	DMV INF 254, Government Agency Request for Driver License/Identification Record Information, utilized to request driver's license record check and filed in the employee's field folder?	☐ Yes	☑ No
С	c. OSHA 300, Log of Occupational Injury and Illnesses, utilized?	✓ Yes	□No
	(1) Are required injuries and illnesses logged?	✓ Yes	□No
	(2) Entries made within six working days of notification of an employee injury or illness?	✓ Yes	□No
	(3) Is lost-time and limited-duty documentation accurate?	✓ Yes	□No
	(4) Retention according to policy?	✓ Yes	□No
	(5) Readily accessible for review by Cal-OSHA?	✓ Yes	□No
	(6) Previous calendar year log posted during February?	✓ Yes	□No
d	. Are CHP 113s, Accident and Injury Report, compiled accurately?	✓ Yes	□No
	(1) Commander review and sign?	✓ Yes	□No
	(2) CHP 113s and attachments processed in a timely manner?	✓ Yes	□No
е	. Does the command utilize the CHP 113A, Safety Inspection Checklist?	✓ Yes	□No
	(1) Are semiannual safety inspections conducted?	✓ Yes	□No
	(2) Are safety hazards identified?	✓ Yes	□No
	(3) Is corrective action taken within 30 days?	✓ Yes	□No
	(4) CHP 113A, Safety Inspection Checklist, maintained with IIPP and retained according to policy?	✓ Yes	□No
f.	Are unsafe conditions identified and documented on CHP 113B, Hazard Report/Inspection?	✓ Yes	□No
	(1) Measures taken to correct situation within 30 days?	✓ Yes	□No
	(2) Copy of CHP 113B, Hazard Report/Inspection, filed or attached to IIPP?	✓ Yes	□No
g.	Are the CHP 121 series thoroughly and accurately completed?	✓ Yes	□No
	(1) Supervisory comments in-depth, clear, and concise?	✓ Yes	□No
	(2) Commander signature on appropriate forms?	✓ Yes	□No

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	(3) Routed within time frames?			✓ Yes	□No
ı	h. Is CHP 208, Accident Prevention Report, thoroughly and acc	curately completed?		✓ Yes	□No
	(1) Supervisor comments in-depth, clear, and concise?			✓ Yes	□No
	(2) Commander review?			✓ Yes	□No
	(3) Commander signs appropriate form?			✓ Yes	□No
	(4) Properly routed within time limits?			✓ Yes	□No
i	. Are injuries and accidents documented on CHP 442, Individua	al Accident, Injury and	Safety Recognition Record?	Yes	□No
	(1) Are CHP 442s, Individual Accident, Injury and Safety Re	ecognition Record, curr	ent?	Yes	□No
	(2) Safety recognition emblem summary current?			✓ Yes	□No
j.	. Are CHP 712As, Injury and Illness Prevention Program Orient	tation and Review, kep	t current?	✓ Yes	□No
	(1) Is specific safety training documented on CHP 712, Emp	oloyee Emergency Acti	on Plan Review?	✓ Yes	□No
	(2) Copies maintained with IIPP file?			✓ Yes	□No
6. I	NJURY AND ILLNESS PREVENTION PROGRAM	10/12/2009	ACTION REQUIRED	CORRECTED)
а	a. Command specific IIPP on file?		<u> </u>	✓ Yes	□No
	(1) Is the program effective?			✓ Yes	□No
	(2) Contains all required documents?			✓ Yes	□No
	(3) Discussed with all employees?	2		✓ Yes	□No
	(4) All employees understand their roles and responsibilities	?		✓ Yes	□No
	(5) Each employee completed CHP 712A, Injury and Illness	Prevention Program C	rientation and Review?	✓ Yes	□No
	(6) New employees review and complete CHP 712A, Injury a and Review?	and Illness Prevention	Program Orientation	✓ Yes	□No
	(7) Are unsafe hazards or conditions identified, investigated,	, corrected, and docum	nented?	✓ Yes	□No
	(8) Is required documentation maintained according to policy	y?		✓ Yes	□No
7. C	COMMUNICATION WITH DOSH	10/12/2009	ACTION REQUIRED	CORRECTED)
а	. Employees aware of procedures regarding DOSH inspections	s?		✓ Yes	□No
b	. Command's documents readily available for review by DOSH	Compliance Officer?		✓ Yes	□No
8. H	AZARDOUS SUBSTANCE PROGRAM	10/12/2009	ACTION REQUIRED	CORRECTED	
а	. Does command have a written Hazardous Substance Program	m for substances used	within that command?	Yes	✓ No
u.		42		☐ Yes	□No
	(1) Are hazardous substances identified and properly labeled				
	(1) Are hazardous substances identified and properly labeled (2) Warning signs posted?	.		☐ Yes	□No
				☐ Yes	□ No

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		· · · · · · · · · · · · · · · · · · ·				
	(5)	Training documented?			☐ Yes	□No
	(6)	Employees informed of their right to applicable medic	al and exposure informati	on?	☐ Yes	□No
9. F	IAZAI	RDOUS EXPOSURE CONTROL PROGRAMS	10/12/2009	ACTION REQUIRED	CORRECTED)
а	. Act	tivities identified within command that may require expo	sure to hazardous conditi	ions?	☐ Yes	✓ No
	(1)	Appropriate engineering and/or administrative controls	s implemented?		☐ Yes	□No
	(2) Protective equipment provided in accordance with bargaining unit agreements?				☐ Yes	□No
	(3)	Employees trained on use and maintenance of equipr	ment?		☐ Yes	□No
	(4)	Training documented?		18	☐ Yes	□No

State Security Division does not maintain an inventory of hazardous substance material.

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AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER	
081	080	2009-Qtr 3	
EVALUATED BY		DATE	
V. Staggs A11583		10/12/2009	

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVA		ormal Evaluation	SUSPENSE DATE 09/30/2009			=-
FOLLOW-UP Yes	REQUIRED No	☐ Correction Report	COMMANDER'S REVIEW	ACTION REQUIRED	DATE	109
1. GOAL	S AND ACCOMPLISHM	IENTS	10/12/2009	NO HOLLING TO SEE SEE SEE SEE SEE SEE SEE SEE SEE SE	- COMMESTEE	
	the command familiar wit fety Manual, Chapter 13′	th the Occupational Safety Progr ?	ram as out <mark>li</mark> ned in HPM 10	0.6, Occupational	✓ Yes	□No
(1)	Are goals developed in	accordance with departmental	policy?		✓ Yes	□No
(2)	Are environmental fact	ors, exposure factors, and past	experience/trends conside	red when setting goals?	✓ Yes	□No
(3)	Are illness and non-ser	rious/non-traumatic injuries exclu	uded from occupational sa	fety goals?	☐ Yes	✓ No
(4)	Are goals appropriately	categorized?			✓ Yes	□No
(5)	Are goals realistic?				✓ Yes	□No
(6)	Are goals consistent wi	ith departmental objectives?			✓ Yes	□No
(7)	Is input from all levels of	considered before goals are esta	ablished?		√ Yes	□No
b. Are	e goals being accomplish	ned?			✓ Yes	□No
(1)	Accurate reporting on 0	CHP 113, Accident and Injury Re	eport?		✓ Yes	□No
(2)	Are accidents increasing	ng?			☐ Yes	✓ No
(3)	Are injuries increasing?	}			Yes	✓ No
(4)	Why are they increasing	g/decreasing? No increasing or	r decreasing trend identifi	ed.		
(5)	Is CHP 113, Accident a	and Injury Report, posted or read	dily accessible?		✓ Yes	□No
(6)	Are employees knowled	dgeable about goals and achieve	ements?		✓ Yes	□No
(7)	Are employees providing	ng suggestions toward goal attai	nment?		✓ Yes	□No
2. PARTI	CIPATION		10/12/2009	ACTION REQUIRED	CORRECTED)
a. Cor	mmander actively involve	ed in program?			✓ Yes	□No
(1)	Commander active in in	njury/illness case management?			✓ Yes	□No
(2)	What is the commander	r's attitude regarding occupation	al safety? The Command	ler is proactive in assuring	a safe worl	cing
	environment as well as	encouraging safe work habits.	All employees are encou	raged to actively participat	te and provi	de feed back
	to the program.					

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

(3	Occupational safety issues discussed at staff meetings and	training days?		✓ Yes	□No
(4	Are safety issues in the meeting minutes?			✓ Yes	□No
(5	Commander comments regarding safety issues in performa	ince evaluations?		✓ Yes	□No
(6	Does the commander ensure use of appropriate safety equi	ipment?		✓ Yes	□No
b. Aı	e managers/supervisors actively involved in the program?			✓ Yes	□No
(1)	Are managers/supervisors involved in case management?			✓ Yes	□No
(2)	Do they have the appropriate attitude?		=======================================	✓ Yes	□No
(3)	Are managers monitoring supervisors' progress and efforts	to attain goals?		✓ Yes	□No
(4)	Are supervisors monitoring employees' efforts?			✓ Yes	□No
(5)	Do managers comment on safety issues in performance ev	aluations?		✓ Yes	□No
(6)	Do supervisors comment on safety issues in performance e	valuations?		✓ Yes	□No
(7)	Do managers/supervisors ensure the use of proper safety e	equipment?		✓ Yes	□No
c. Ar	e employees actively involved in the Occupational Safety Pro	gram?		✓ Yes	□No
(1)	Are employees involved in their case management?			✓ Yes	□No
(2)	Are employees knowledgeable about safety goals?			✓ Yes	□No
(3)	Are they aware of the command's achievements?			✓ Yes	□No
(4)	Are employees practicing safety while performing their dutie	es?		✓ Yes	□No
(5)	Are employees reporting unsafe conditions and/or work pra	ctices?		✓ Yes	□No
(6)	Do employees work cooperatively to minimize hazards?			✓ Yes	□No
(7)	Do employees offer suggestions to improve occupational sa	afety?		✓ Yes	□No
(8)	Is employee equipment properly used and maintained?			✓ Yes	□No
B. ACCII	DENT AND INJURY TRENDS	10/12/2009	ACTION REQUIRED	CORRECTED	
a. Co	mmander's method of identifying trends? The Commander a	ttends COSC meet	ings, reviews prior meeting	minutes, as	well as the
co	mmands CHP 121D, CHP 113, CHP 113A, and CHP 113B.				
(1)	Are accidents and injuries being monitored to identify trends	s?		✓ Yes	□No
(2)	Is the Occupational Safety Committee reviewing CHP 113, a Log of Occupational Injuries and Illnesses, entries, prior median		Report, OSHA 300,	✓ Yes	□No
(3)	Are personnel in the command aware of current and potential	al trends?		✓ Yes	□No
b. W	at corrective action has the command taken when a trend ha	s been identified?	No trends have been identify	fied.	

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION **OCCUPATIONAL SAFETY**

		(1)	Are commanders, managers, and supervisors actively implen	nenting corrective action	ns?	✓ Yes	□No
4.	CO	ΜN	MAND OCCUPATIONAL SAFETY COMMITTEE (COSC)	EVALUATED 10/12/2009	ACTION REQUIRED	CORRECTED	
	a.	Wł	hat is the composition of the COSC? Division Chief, Assistant	Chief, Commander, Sup	pervisors, Officers, and N	on Unifor	med
		me	embers.				
	((1)	Is there representation from each collective bargaining unit?			✓ Yes	□No
	((2)	Management and supervisory representation?			✓ Yes	□No
	((3)	Command Safety Coordinator assigned?			✓ Yes	□No
	((4)	Command Safety Coordinator active and effective?			✓ Yes	□No
	((5)	Are committee assignments rotated?			✓ Yes	□No
	((6)	COSC meetings held quarterly?			✓ Yes	□No
	((7)	Are meetings held more frequently when goals are not being	attained?		✓ Yes	□No
	((8)	Do all committee members attend the meetings?			✓ Yes	□No
	b. /	Are	e roles and responsibilities defined in accordance with IIPP?			✓ Yes	□No
	((1)	Do committee members understand their roles and responsib	ilities?		✓ Yes	□No
	((2)	Is an agenda prepared prior to the meeting?			✓ Yes	□No
	(3)	Are departmental and Division Occupational Safety meetings	minutes readily availab	le?	✓ Yes	□No
	(4)	Are these minutes utilized for Area meetings?			✓ Yes	□No
	(5)	Are assignments given during Area meetings?			✓ Yes	□No
	c. N	Vlin	nutes prepared for the COSC meeting?			✓ Yes	□No
	(1)	Recording secretary appointed?			✓ Yes	□No
	(:	2)	Minutes posted on command's Occupational Safety Board?			✓ Yes	□No
	(;	3)	Are minutes included in IIPP file?			✓ Yes	□No
	(4	4)	Minutes maintained current year, plus three?			✓ Yes	□No
	(5)	Minutes forwarded through channels?			✓ Yes	□No
(d. I	s tł	he COSC effective?			✓ Yes	□No
	(1)	Are COSC recommendations clear, concise and pertinent to the	he command?		✓ Yes	□No
	(2	2)	COSC proactive to eliminate potential causes of accidents and	d injuries?		✓ Yes	□No
	(3	3)	COSC disseminate current information and training regarding	health and safety issue	s?	✓ Yes	□No
(e. C	00	all personnel receive current information regarding health and	safety?		✓ Yes	□No
f	. A	ге	outside agency safety programs utilized as a resource?			✓ Yes	□No
9	g. C	ρoe	es the command maintain an effective health and safety comm	unications system?		✓ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

_			
	(1) Potential hazards reported on CHP 113B, Hazard Report/Inspection?	✓ Yes	□No
	(2) Are findings of the 113B, Hazard Report/Inspection, report disseminated according to policy	? Yes	□No
	(3) Do all members of the command participate in distribution of safety and health information?	✓ Yes	□No
100	(4) COSC minutes posted in a timely manner?	✓ Yes	□No
	(5) Required posters prominently displayed?	✓ Yes	□No
	(6) COSC maintain the Command Occupational Safety Bulletin Board?	✓ Yes	□ No
	(7) Are responsibilities for the Occupational Safety Bulletin Board contents assigned to specific	members?	□No
5.	DOCUMENTATION EVALUATED 10/12/2009	REQUIRED CORRECTI	ED
	a. STD 261s, Authorization to Use Privately Owned Vehicles on State Business, completed annual filed in the employee's field folder?	ly and ☑ Yes	□No
	b. DMV INF 254, Government Agency Request for Driver License/Identification Record Information to request driver's license record check and filed in the employee's field folder?	ı, utilized ∐ Yes	√ No
	c. OSHA 300, Log of Occupational Injury and Illnesses, utilized?	✓ Yes	☐ No
	(1) Are required injuries and illnesses logged?	✓ Yes	□No
	(2) Entries made within six working days of notification of an employee injury or illness?	✓ Yes	□No
	(3) Is lost-time and limited-duty documentation accurate?		□No
	(4) Retention according to policy?	✓ Yes	□No
	(5) Readily accessible for review by Cal-OSHA?	✓ Yes	□No
	(6) Previous calendar year log posted during February?	✓ Yes	□ No
(d. Are CHP 113s, Accident and Injury Report, compiled accurately?	✓ Yes	□ No
	(1) Commander review and sign?	✓ Yes	□ No
	(2) CHP 113s and attachments processed in a timely manner?	✓ Yes	□No
e	e. Does the command utilize the CHP 113A, Safety Inspection Checklist?	✓ Yes	□No
	(1) Are semiannual safety inspections conducted?		□No
	(2) Are safety hazards identified?		□No
	(3) Is corrective action taken within 30 days?	✓ Yes	□No
	(4) CHP 113A, Safety Inspection Checklist, maintained with IIPP and retained according to police	cy? ✓ Yes	□No
f	f. Are unsafe conditions identified and documented on CHP 113B, Hazard Report/Inspection?		□No
	(1) Measures taken to correct situation within 30 days?	✓ Yes	□No
	(2) Copy of CHP 113B, Hazard Report/Inspection, filed or attached to IIPP?	 ✓ Yes	□No
9	g. Are the CHP 121 series thoroughly and accurately completed?	✓ Yes	□No
	(1) Supervisory comments in-depth, clear, and concise?	✓ Yes	□No
	(2) Commander signature on appropriate forms?	✓ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION **OCCUPATIONAL SAFETY**

_			<u> </u>				
		(3)	Routed within time frames?			✓ Yes	□No
2-	h.	ls (CHP 208, Accident Prevention Report, thoroughly and accura	tely completed?		✓ Yes	□No
		(1)	Supervisor comments in-depth, clear, and concise?			✓ Yes	□No
		(2)	Commander review?			✓ Yes	□No
		(3)	Commander signs appropriate form?			✓ Yes	□No
		(4)	Properly routed within time limits?			✓ Yes	□No
	i.	Are	injuries and accidents documented on CHP 442, Individual A	ccident, Injury and Safe	ety Recognition Record?	✓ Yes	□No
		(1)	Are CHP 442s, Individual Accident, Injury and Safety Recog	nition Record, current?		✓ Yes	□No
		(2)	Safety recognition emblem summary current?			✓ Yes	□No
	j.	Are	CHP 712As, Injury and Illness Prevention Program Orientation	on and Review, kept cu	rent?	✓ Yes	□No
Π		(1)	Is specific safety training documented on CHP 712, Employe	ee Emergency Action P	lan Review?	✓ Yes	□No
		(2)	Copies maintained with IIPP file?			✓ Yes	□No
6.	IN	JUR	RY AND ILLNESS PREVENTION PROGRAM	10/12/2009	ACTION REQUIRED	CORRECTED)
	a.	Coi	mmand specific IIPP on file?	***	1.	✓ Yes	□No
		(1)	Is the program effective?			✓ Yes	□No
		(2)	Contains all required documents?			✓ Yes	□No
		(3)	Discussed with all employees?			✓ Yes	□No
		(4)	All employees understand their roles and responsibilities?			✓ Yes	□No
		(5)	Each employee completed CHP 712A, Injury and Illness Pre	evention Program Orien	tation and Review?	✓ Yes	□No
		(6)	New employees review and complete CHP 712A, Injury and and Review?	Illness Prevention Prog	gram Orientation	✓ Yes	□No
		(7)	Are unsafe hazards or conditions identified, investigated, con	rrected, and documente	ed?	✓ Yes	□No
		(8)	Is required documentation maintained according to policy?			✓ Yes	□No
7.	CC	MM	IUNICATION WITH DOSH	10/12/2009	ACTION REQUIRED	CORRECTED).
	a.	Em	ployees aware of procedures regarding DOSH inspections?			✓ Yes	□No
	b.	Con	mmand's documents readily available for review by DOSH Co			✓ Yes	□No
8.	НА	ZAR	RDOUS SUBSTANCE PROGRAM	10/12/2009	ACTION REQUIRED	CORRECTED	
	a.	Doe	es command have a written Hazardous Substance Program fo	or substances used with	nin that command?	☐ Yes	 ✓ No
		(1)	Are hazardous substances identified and properly labeled?			☐ Yes	□No
		(2)	Warning signs posted?			☐ Yes	□No
		(3)	Material Safety Data Sheets readily available?			☐ Yes	□No
		(4)	Employees receive training?			☐ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009

	(5)	Training documented?			☐ Yes	□No
	(6)	Employees informed of their right to applicable medic	al and exposure informati	on?	☐ Yes	□No
9. HA	ZAF	RDOUS EXPOSURE CONTROL PROGRAMS	10/12/2009	ACTION REQUIRED	CORRECTED)
a.	Act	ivities identified within command that may require expo	osure to hazardous conditi	ions?	☐ Yes	✓ No
	(1)	Appropriate engineering and/or administrative control	ls implemented?		☐ Yes	□No
	(2)	Protective equipment provided in accordance with ba	rgaining unit agreements?)	☐ Yes	□No
	(3)	Employees trained on use and maintenance of equip	ment?		☐ Yes	□No
	(4)	Training documented?			☐ Yes	□No

Counterterrorism and Threat Awareness Section does not maintain an inventory of hazardous substance material.

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
082	080	2009 - Otc 3
EVALUATED BY		DATE
C Stout 13932		09/18/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVA		ormal Evaluation	SUSPENSE DATE 09/30/2009			
FOLLOW-UP	✓ No	☑ Correction Report BY C Stout 13932	COMMANDER'S REVIEW	L. A/CHIEF	DATE /O/J	
1. GOAL	S AND ACCOMPLISH	MENTS	9-18-2009	ACTION REGULED	CONNECTED	,
	the command familiar w afety Manual, Chapter 13	ith the Occupational Safety Prog 3?	ram as outlined in HPM 10.	6, Occupational	✓ Yes	□No
(1)	Are goals developed in	n accordance with departmental	policy?		✓ Yes	□No
(2)	Are environmental fac	tors, exposure factors, and past	experience/trends consider	ed when setting goals?	✓ Yes	□No
(3)	Are illness and non-se	erious/non-traumatic injuries excl	uded from occupational saf	ety goals?	☐ Yes	☑ No
(4)	Are goals appropriatel	y categorized?			✓ Yes	□No
(5)	Are goals realistic?				✓ Yes	□No
(6)	Are goals consistent w	vith departmental objectives?			✓ Yes	□No
(7)	Is input from all levels	considered before goals are est	ablished?		✓ Yes	□No
b. Are	e goals being accomplis	hed?			√ Yes	□No
(1)	Accurate reporting on	CHP 113, Accident and Injury R	eport?		✓ Yes	□No
(2)	Are accidents increasi	ng?			☐ Yes	☑ No
(3)	Are injuries increasing	?			☐ Yes	☑ No
(4)	Why are they increasing	ng/decreasing? No increasing o	r decreasing trend identifie	d.		
(5)	Is CHP 113, Accident	and Injury Report, posted or read	dily accessible?		✓ Yes	□No
(6)	Are employees knowle	edgeable about goals and achiev	ements?		✓ Yes	□No
(7)		ng suggestions toward goal attai			 ✓ Yes	 □ No
c usoner	CIPATION		09-18-2009	ACTION REQUIRED	CORRECTED	
a. Cor	mmander actively involv	ed in program?			✓ Yes	□No
(1)	Commander active in i	njury/illness case management?			✓ Yes	□ No
(2)	What is the commande	er's attitude regarding occupation	nal safety? The Command	er is proactive in assuring	a safe worl	king
	environment as well a	s encouraging safe work habits.	All employees are encour	aged to actively participat	te and provi	de feed back
	to the program.					12

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CHP	400IVI	(Rev. 5-06) OPI 009				
	(3)	Occupational safety issues discussed at staff meetings and	training days?		√ Yes	□No
	(4)	Are safety issues in the meeting minutes?			✓ Yes	□No
	(5)	Commander comments regarding safety issues in performa	nce evaluations?		✓ Yes	□No
	(6)	Does the commander ensure use of appropriate safety equi	pment?		✓ Yes	□No
b.	Are	managers/supervisors actively involved in the program?			✓ Yes	□No
-	(1)	Are managers/supervisors involved in case management?			✓ Yes	□No
	(2)	Do they have the appropriate attitude?			✓ Yes	□No
	(3)	Are managers monitoring supervisors' progress and efforts	to attain goals?		✓ Yes	□No
	(4)	Are supervisors monitoring employees' efforts?			✓ Yes	□No
	(5)	Do managers comment on safety issues in performance eva	aluations?		✓ Yes	□No
	(6)	Do supervisors comment on safety issues in performance e	valuations?		✓ Yes	□No
	(7)	Do managers/supervisors ensure the use of proper safety e	quipment?		✓ Yes	□No
c.	Are	employees actively involved in the Occupational Safety Prog	ıram?		√ Yes	□No
	(1)	Are employees involved in their case management?			√ Yes	□No
	(2)	Are employees knowledgeable about safety goals?			✓ Yes	□No
	(3)	Are they aware of the command's achievements?			✓ Yes	□No
	(4)	(4) Are employees practicing safety while performing their duties?(5) Are employees reporting unsafe conditions and/or work practices?			✓ Yes	□No
	(5)				✓ Yes	□No
	(6)	Do employees work cooperatively to minimize hazards?			✓ Yes	□No
	(7)	Do employees offer suggestions to improve occupational sa	fety?		✓ Yes	□No
	(8)	Is employee equipment properly used and maintained?			✓ Yes	□ No
3. A	CCID	ENT AND INJURY TRENDS	09-18-2009	ACTION REQUIRED	CORRECTED	
a.	Con	nmander's method of identifying trends? The Commander at	tends COSC meeting	gs, reviews prior meeting m	inutes, as v	well as the
	con	umands CHP 121D, CHP 113, CHP 113A, and CHP 113B.		- Variable		
			e suites ei			
	(1)	Are accidents and injuries being monitored to identify trends	?		✓ Yes	□No
		Is the Occupational Safety Committee reviewing CHP 113, A Log of Occupational Injuries and Illnesses, entries, prior med		eport, OSHA 300,	✓ Yes	□No
	(3)	Are personnel in the command aware of current and potentia	al trends?		✓ Yes	□No
b.	Wha	at corrective action has the command taken when a trend has	s been identified? N	o current trends identified.		

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

	(1) Are commanders, managers, and supervisors actively imp		17-11/91	✓ Yes	☐ No
4. COMMAND OCCUPATIONAL SAFETY COMMITTEE (COSC) EVALUATED O9-18-2009 O9-18-2					
a.	What is the composition of the COSC? Division Chief, Assista	ant Chief, Commande	r, Supervisors, Officers, a	and Non Unifo	rmed
	Members.				
	(1) Is there representation from each collective bargaining unit	t?		✓ Yes	□No
	(2) Management and supervisory representation?			✓ Yes	□No
	(3) Command Safety Coordinator assigned?			✓ Yes	□No
	(4) Command Safety Coordinator active and effective?			✓ Yes	□No
	(5) Are committee assignments rotated?			✓ Yes	□No
	(6) COSC meetings held quarterly?			✓ Yes	□No
	(7) Are meetings held more frequently when goals are not bein	ng attained?		√ Yes	□No
	(8) Do all committee members attend the meetings?			✓ Yes	□No
b.	Are roles and responsibilities defined in accordance with IIPP?			✓ Yes	☐ No
	(1) Do committee members understand their roles and respon	sibilities?		✓ Yes	□No
	(2) Is an agenda prepared prior to the meeting?			✓ Yes	□No
	(3) Are departmental and Division Occupational Safety meetin	gs minutes readily a	vailable?	✓ Yes	□No
	(4) Are these minutes utilized for Area meetings?			✓ Yes	□No
	(5) Are assignments given during Area meetings?			✓ Yes	□No
c.	Minutes prepared for the COSC meeting?			✓ Yes	□ No
	(1) Recording secretary appointed?			✓ Yes	□No
	(2) Minutes posted on command's Occupational Safety Board'	?		✓ Yes	□No
	(3) Are minutes included in IIPP file?			✓ Yes	□No
	(4) Minutes maintained current year, plus three?			✓ Yes	□No
	(5) Minutes forwarded through channels?			✓ Yes	□No
d.	Is the COSC effective?			✓ Yes	□No
	(1) Are COSC recommendations clear, concise and pertinent t	to the command?		✓ Yes	□No
	(2) COSC proactive to eliminate potential causes of accidents	and injuries?		✓ Yes	□ No
	(3) COSC disseminate current information and training regardi	ing health and safety	issues?	✓ Yes	□ No
∍.	Do all personnel receive current information regarding health ar	nd safety?		✓ Yes	□ No
	Are outside agency safety programs utilized as a resource?			✓ Yes	□No
	Does the command maintain an effective health and safety com	munications system	?	✓ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

	(1) Potential hazards reported on CHP 113B, Hazard Repo	ort/Inspection?		✓ Yes	□No
	(2) Are findings of the 113B, Hazard Report/Inspection, rep	ort disseminated accord	ling to policy?	✓ Yes	□No
	(3) Do all members of the command participate in distribution	on of safety and health	nformation?	✓ Yes	□No
	(4) COSC minutes posted in a timely manner?			✓ Yes	□No
	(5) Required posters prominently displayed?			✓ Yes	□No
	(6) COSC maintain the Command Occupational Safety Bul	letin Board?		✓ Yes	□No
	(7) Are responsibilities for the Occupational Safety Bulletin	Board contents assigne	d to specific members?	✓ Yes	□No
5.	DOCUMENTATION	09-18-2009	ACTION REQUIRED 09-18-2009	09-21-20	
ā	a. STD 261s, Authorization to Use Privately Owned Vehicles o filed in the employee's field folder?	n State Business, comp	leted annually and	√ Yes	□No
k	 DMV INF 254, Government Agency Request for Driver Licer to request driver's license record check and filed in the empl 		d Information, utilized	☐ Yes	✓ No
(c. OSHA 300, Log of Occupational Injury and Illnesses, utilized	1?		✓ Yes	□No
	(1) Are required injuries and illnesses logged?			✓ Yes	□No
	(2) Entries made within six working days of notification of a	n employee injury or illn	ess?	✓ Yes	□No
	(3) Is lost-time and limited-duty documentation accurate?			✓ Yes	□No
	(4) Retention according to policy?			✓ Yes	□No
	(5) Readily accessible for review by Cal-OSHA?			✓ Yes	□No
	(6) Previous calendar year log posted during February?			✓ Yes	□No
o	d. Are CHP 113s, Accident and Injury Report, compiled accura	tely?		✓ Yes	□No
	(1) Commander review and sign?			✓ Yes	□No
	(2) CHP 113s and attachments processed in a timely mann	er?		√ Yes	□No
е	e. Does the command utilize the CHP 113A, Safety Inspection	Checklist?		✓ Yes	□No
	(1) Are semiannual safety inspections conducted?			✓ Yes	□No
	(2) Are safety hazards identified?			✓ Yes	□No
	(3) Is corrective action taken within 30 days?		====	Yes	□No
	(4) CHP 113A, Safety Inspection Checklist, maintained with	IIPP and retained acco	rding to policy?	✓ Yes	□No
f.	f. Are unsafe conditions identified and documented on CHP 11	3B, Hazard Report/Insp	ection?	✓ Yes	□No
	(1) Measures taken to correct situation within 30 days?			✓ Yes	□No
	(2) Copy of CHP 113B, Hazard Report/Inspection, filed or a	ttached to IIPP?		√ Yes	□No
g	g. Are the CHP 121 series thoroughly and accurately completed	d?		✓ Yes	□No
	(1) Supervisory comments in-depth, clear, and concise?			✓ Yes	□No
	(2) Commander signature on appropriate forms?			✓ Yes	□No

AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CHE	400101	1 (Nev. 5-06) OF1 009				
	(3)	Routed within time frames?			✓ Yes	□No
h.	ls (CHP 208, Accident Prevention Report, thoroughly and accura	ately completed?		✓ Yes	□No
	(1)	Supervisor comments in-depth, clear, and concise?			✓ Yes	□No
	(2)	Commander review?			✓ Yes	□No
	(3)	Commander signs appropriate form?			✓ Yes	□No
	(4)	Properly routed within time limits?			✓ Yes	□No
i.	Are	injuries and accidents documented on CHP 442, Individual A	Accident, Injury and Safe	ty Recognition Record?	✓ Yes	□No
	(1)	Are CHP 442s, Individual Accident, Injury and Safety Reco	gnition Record, current?		✓ Yes	□No
	(2)	Safety recognition emblem summary current?			✓ Yes	□No
j.	Are	CHP 712As, Injury and Illness Prevention Program Orientati	on and Review, kept curi	rent?	✓ Yes	□No
	(1)	Is specific safety training documented on CHP 712, Employ	ee Emergency Action PI	an Review?	✓ Yes	□No
	(2)	Copies maintained with IIPP file?			✓ Yes	□No
6. IN	JUR	Y AND ILLNESS PREVENTION PROGRAM	09-18-2009	ACTION REQUIRED	CORRECTED	<u>Ni</u>
a.	Çoı	mmand specific IIPP on file?			✓ Yes	☐ No
	(1)	Is the program effective?		.,	✓ Yes	□No
	(2)	Contains all required documents?			✓ Yes	□No
	(3)	Discussed with all employees?			✓ Yes	□No
	(4)	All employees understand their roles and responsibilities?			✓ Yes	□No
	(5)	Each employee completed CHP 712A, Injury and Illness Pr	evention Program Orient	ation and Review?	✓ Yes	□No
	(6)	New employees review and complete CHP 712A, Injury and and Review?	d Illness Prevention Prog	ram Orientation	✓ Yes	□No
	(7)	Are unsafe hazards or conditions identified, investigated, co	orrected, and documente	d?	✓ Yes	□No
	(8)	Is required documentation maintained according to policy?			✓ Yes	□No
7. C	ОММ	IUNICATION WITH DOSH	09-21-2009	ACTION REQUIRED	CORRECTED	vi.
a.	Em	ployees aware of procedures regarding DOSH inspections?			✓ Yes	□No
b.	Cor	mmand's documents readily available for review by DOSH Co	ompliance Officer?		✓ Yes	□No
8. H	AZAF	RDOUS SUBSTANCE PROGRAM	09-18-2009	ACTION REQUIRED	CORRECTED	
a.	Doe	es command have a written Hazardous Substance Program t	for substances used with	in that command?	☐ Yes	☑ No
	(1)	Are hazardous substances identified and properly labeled?			☐ Yes	□No
	(2)	Warning signs posted?			☐ Yes	□No
		M (110.61 B.) Ol			Yes	□ No
	(3)	Material Safety Data Sheets readily available?				

home if they have any flu like symptoms.

AREA MANAGEMENT EVALUATION **OCCUPATIONAL SAFETY**

	(5)	Training documented?			☐Yes	☐ No
	(6)	Employees informed of their right to applicable medical and exposure information?		☐ Yes	□No	
9. HAZAR		RDOUS EXPOSURE CONTROL PROGRAMS EVALUATED ACTION REQUIRED O9-18-2009		CORRECTED)	
a.	Acti	ivities identified within command that may require expo	osure to hazardous conditi	ons?	☐Yes	☑ No
	(1)	(1) Appropriate engineering and/or administrative controls implemented?		☐Yes	□No	
	(2) Protective equipment provided in accordance with bargaining unit agreements?			☐Yes	□ No	
	(3)	Employees trained on use and maintenance of equipment?			☐Yes	□No
	(4)	Training documented?			☐ Yes	□No

Emergency Operations Section maintains the Department's Pandemic Influenza Operations plan, which provides occupational safety related guidance for departmental members.

Items corrected in the course of this inspection consisted of posting meeting minutes on the Occupational Safety Board, and conducting an inspection utilizing the CHP 113A, Safety Inspection Checklist.

Emergency Operations Section does not maintain an inventory of hazardous substance material.